

STATE OF CALIFORNIA

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Date: September 22, 2003

LEAVE ACCOUNTING LETTER # 03-027

To: All Agencies/Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: CLAS MANUAL REVISION #4 (INTERNET VERSION)

The internet version of the CLAS Manual has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the manual may be accessed by clicking on the 'CLAS References' button, then clicking on the 'CLAS Manual' link.

This revision includes information about the new earned benefit 'Personal Leave Day'.

Vertical revision bars in the right margins include additions, deletions, or changes. Revision bars are not inserted for format, page number, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised:

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If you have questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:lm